

HRS REVIEW

NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

Volume 18, Issue 16

Boise State University
<http://hrs.boisestate.edu/>

October 19, 2011

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Mark Your Calendar

Boise State's **TIAA-CREF Representative, David Penrose, will be on campus Tuesday, November 29 from 8 am - 5 pm in the Cataldo Room, and Wednesday, November 30 from 8 am - 5 pm in the Cataldo Room. Rooms are located in the Student Union Building.**

TIAA-CREF is currently updating their website. To schedule an appointment with David, call TIAA-CREF at 1-800-732-8353 from 8:00 am - 4:00 pm. If you have any questions, please call Human Resource Services at 426-2898.

15th Annual Health Fair
Wednesday, November 16
"Build a Stronger U"



November 11, 2011
Veteran's Day
Boise State - Open

HOLIDAY PAY

Andy Cover – HRS Employee Relations
Susan Eaton - Payroll

Reminder: All employees* will be required to work Veteran's Day, Friday, November 11.

All state agencies, including Boise State University, are allowed to provide no more than eight (8) hours of holiday pay for full-time employees for any holiday, regardless of schedule; part-time employees receive pay based on their standard hours (i.e., a half-time employee would receive 4 hours holiday pay). Consequently, the University suspends flex schedules (anything over 8 hours worked on a day) for classified employees on holidays.

- Classified employees who are overtime eligible will receive compensatory time for hours worked based on a time and one-half rate (this would amount to 24 hours for a full-time employee for Columbus Day and Veteran's Day). **Classified employees that work Veteran's Day will report the holiday hours worked as "HOA" on the University's Time and Labor System.** The holiday hours worked will accrue as Compensatory (Comp) Time. When the Comp Time is used, the employee will report these hours as "CPT."
- Professional staff and exempt classified employees working Columbus Day and Veteran's Day will have two days applied for use the day after Thanksgiving and during Christmas week.

If you choose to take November 11th off for any reason (vacation, sick etc) please record the time off as usual in Time and Labor.

Classified staff will be required to use any unused compensatory time for November 25, December 27, 28, 29 and 30. Employees with no compensatory time will be requested to use annual leave for these five days.

Professional staff and exempt classified employees will use comp time November 25 and December 27 and use annual leave for December 28, 29 and 30. Departments who must have employees working on the above mentioned dates should request prior approval from the President, Provost or appropriate Vice President.

If you need additional information, contact your supervisor or the following Payroll Staff:

Denise Ooley	426-3433
Crystal Pidjeon	426-3739
Rex Hadley	426-1812
Susan Eaton	426-3192

***Student employees or Non Benefit Eligible Employees/Adjunct Faculty, please disregard this notice.**

New Hires

Corey Laurence -
Bookstore, Administrative
Assistant 1
Matthew Pene -
Communications &
Marketing,
Communications Specialist
Brian Peterson -
Intercollegiate Athletics,
Building Facility Specialist
Wendy Spitzer - College
of Arts & Sciences, Science
Writer
Frank Stieber -
Albertson's Library, Library
Assistant 2

Departures

Pete Putra - CMEO-
Upward bound
Eric Quintero Appointe -
University Health
Lynda Robinson -
Sociology
Martin Rush - Facilities,
Operations, and
Maintenance
Valerie Tichenor -
Intercollegiate Athletics
Men

Promotions

Esrtuerto Alonzo - to
Assistant Network
Administrator, College of
Education
Johan Blom - to Systems
Engineer - Team Leader,
Information Technology
Katie Bubak - to
Statewide Spec Ed
Technical Assistant, Center
for School Imp & Policy
Studies
Joel Herron - to Senior
Maintenance, Facilities,
Operations & Maintenance
Jeremy Shaw - to
Storekeeper, Facilities,
Operations & Maintenance
Jack Vant - to Application
Engineer, Multimedia,
Information Technology

Retirements

Jill Collins - Albertsons
Library

2011 CLASSIFIED EMPLOYEE RECOGNITION LUNCHEON

On Tuesday, October 25, 2011, Boise State University will honor Classified employees who have attained 5, 10, 15, 20, 25, 30 and 35 years of service at the University. The 2011 Classified Employee Recognition Luncheon will be held in the Simplot Ballroom/Student Union Building. Doors will open at 11:30 am and the program will begin at noon. Luncheon entrée choices are: Chicken Piccata or Classic Lasagna. Cost is \$10 paid in advance. Please pay by check, payable to Boise State University, and mail to Debbie Porter, Office of Information Technology, MS 1412. **Honoree lunches are complimentary. Please RSVP by 5:00 pm, Wednesday, October 19.** To RSVP online [Click Here](#). (Please sign in using your Boise State User ID and Password.) Or, contact Debbie Porter (DebbiePorter@boisestate.edu at 426-3096) with entree selection. President Kustra has graciously granted one hour release time with supervisor approval. We apologize, but we will be unable to seat folks who do not RSVP.

5 Year Honorees

Jose Aguilar
Jenn Ambrose
Brittany Archuleta
Lynne Barnes
Norris Bennett
Curtis Blevins
Kim Brandt
Appie Brown
Marge Butterfield
Cristin Carter
Donna Deason
Shawna Hanel
John Healas

Mary Hoglund
Cami Jefferies
Kelley Johnston
Stephoney Krogel
Erika Kuntz
Michael Lee
Sophia Luna
Jimmie Mays
Shannon McCormick
Aimée Mickelsen-Hall
Sharon Miller
Sephania Moran
Joyce North

Twyla Perkins
Lynelle Perry-Kolsky
Mark Raya
Joy Roberts
Terra Rossland
Andrew Rule
Robert Sisneros
Diane Smith
Gregory Stanley
William Stipe
Virginia Treat
Jean Weber
Elizabeth Wieneke
Verla Wilson

10 Year Honorees

Gary Anderson
Nathan Andrus
Carrie Applegate
Michele Armstrong
Carl Fritz

Gregory Gaskill
Richard Hobart
Beverly Howard
Elizabeth Johansen
Norma Kindall

Justin Larson
Martha Plascencia
Aaron Radcliffe
Bryce Rathbun
Gary Rubush
Ramona (Denny) Turner
John Vance

15 Year Honorees

Sharon Brown
Eric Christensen
Nancy Daugherty

Junice Eichelberger
Denise Fitelson
Lesley Goranson

Charles Haupt
Heather Meyer
Kay Rodriguez

20 Year Honorees

Lucinda Chumley
Celia Clemens
Valencia Garrett
Suzetta Gibson

Rex Hadley
Gueneth Johnson
Sue Masoner
Sally Naranche

Orie Shreve
Anne Sorenson
Muriel Sower

25 Year Honorees

Janice Burkholder
Angela Garcia
Peggy Johnson

Dana Robinson
Richard St Clair

Larry Stolworthy
Lynn Swanson

30 Year Honorees

Eleanor Fisk
Helen Smith

35 Year Honorees

Ann Lee
Peggy Medley

Newly Appointed Emeriti

Christine Borton
Mario Briseno
Wendy Downs

Marvel Palmer
Gwen Pittam
Jerry Robinson

Jane Sailor
Nancy Williams

**NCPERS OPEN ENROLLMENT
Benefits Administration**

Boise State University employees enrolled in PERSI as their retirement plan may enroll in a voluntary supplemental life insurance plan through NCPERS. Enrollment information will be sent to eligible employees by campus mail. Open Enrollment for NCPERS will continue through November 30, 2011. The enrollment form must be received in Human Resource Services, MS 1265, no later than Wednesday, November 30. For more information or enrollment forms, please contact Mary Naccarato at 426-2044.

**EMPLOYEE LEARNING & DEVELOPMENT
Jerri Mizrahi – HRS Employee Learning
& Development Manager**

Learning and Development offers a variety of personal and professional development sessions available to you for little or no charge. Browse our course offerings to find a session that will help you enhance or develop new skills. Course offerings include training and workshops in Software/Web Training, Time & Labor, Fiscal Procedures & Management, Communications, Personal & Professional Growth, and Supervision & Leadership. In addition, **SkillSoft, Books 24x7** offers Boise State employees **FREE** access to over 800 on-line courses in business and software skills. To browse and register for classes, visit Employee Learning and Development on the Human Resource Services website.

VACANCIES

Boise State University is a State agency and must hire Classified positions through the Division of Human Resources (DHR). Current vacancies at Boise State are listed below. For more information regarding state job openings, see the Division of Human Resources website at: <http://dhr.idaho.gov/>.

You must currently work for the State of Idaho as a permanent employee eligible to transfer or your name must be within the top 25 listed on the appropriate Division of Human Resources register to apply for the positions listed below. **Job announcements are current and updated on our website located at: <http://hrs.boisestate.edu/joblistings/classified/>.** Announcements listed may be used to fill both current and future vacancies.

Call **Jordy LePiane** at **426-1536** for additional information regarding **Classified positions**.

Professional Staff and Faculty Positions: Call **Michelle Berard**, **426-3170**, or visit Human Resource Services / Employment's website at <http://hrs.boisestate.edu/employmentservices/> for position descriptions and information regarding Professional Staff and Faculty positions. Visit <http://hrs.boisestate.edu/joblistings/professional/> and <http://hrs.boisestate.edu/joblistings/faculty/> for current openings.

**OPPORTUNITIES OPEN TO THE PUBLIC
Announcements Currently Open on the State Web Site**

- Program Information Coordinator - Admissions

**TRANSFER OPPORTUNITIES FOR
CURRENT BSU EMPLOYEES**

- Administrative Assistant 1 – LSA/HELP
- Custodian Leadworker – Taco Bell Arena
- Financial Technician – English Department
- Licensed Practical Nurse – University Health Services
- Library Assistant 3 – Albertsons Library
- Mechanic – Facilities, Operations and Maintenance
- Office Specialist 1 – Morrison Center
- Personnel Technician – Human Resource Services
- Senior Maintenance Craftsman – Facilities, Operations & Maintenance
- University Shop Assistant – College of Arts & Sciences

Boise State University prohibits discrimination in educational and employment opportunities, services, and benefits on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, or sexual orientation. The University also affirms its commitment to providing equal opportunities and equal access to University facilities. For additional information, contact the Office of Equal Employment Opportunity and Affirmative Action at (208) 426-1979. For inquiries specifically related to sex discrimination and/or Title IX of the Education Amendments of 1972, please visit our website at <http://www.boisestate.edu/generalcounsel/titleix.shtml> or call Kendra Smith, Title IX Coordinator, at (208) 426-4407.

**Continuing Professional
Education
SkillSoft**
<http://hrs.boisestate.edu/td/skillsoft.shtml>

Campus Recreation
<http://rec.boisestate.edu/>

University Health Services
<http://healthservices.boisestate.edu/>

Current Events
Employee Flu Vaccine
For more information:
Contact John Griffiths at johngriffiths@boisestate.edu or Libby Greaney at libbygreaney@boisestate.edu or call our main line at (208) 426-1459.

Brown Bag Lunch Series
**11/7/11 – Myofascial
Release**
Registration required, visit rec.boisestate.edu/reconline to register.
12/7/11 – Holiday Eating
Registration required, visit rec.boisestate.edu/reconline to register.

**Employee Wellness
Screenings**
**Scheduled for 11/11/11 &
12/9/11**
Registration required, visit rec.boisestate.edu/reconline to register

Nutrition Q & A
Tuesdays 4:30 – 5:30 pm